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HOW TO APPLY:

Please submit a cover letter, resume' and Direct Hire Application. Direct Hire applications can be found on our website:
http://www.maine.gov/bhr/state_jobs/direct_jobs.shtml

Applications must be submitted by:

Friday, June 17, 2016

Send Completed Application to:

*Melody Piper
Maine Human Rights
Commission
51 State House
Station
Augusta, Maine 04332
207-624-6299 (Phone)*

Direct Hire Career Opportunity Bulletin

MAINE HUMAN RIGHTS COMMISSION

PARALEGAL

Code: 0884

Pay Grade: 20 – \$15.50 – \$20.89

Open for Recruitment: June 6, 2016 - June 17, 2016

PURPOSE OF ANNOUNCEMENT

The Maine Human Rights Commission has one current full-time vacancy in Augusta.

JOB DESCRIPTION

This is paraprofessional support work in investigating, researching, and reviewing various legal issues. Responsibilities include assisting attorneys in a variety of complex legal work; researching and analyzing law sources such as statutes, recorded judicial decisions, legal articles, and legal codes; preparing complex and comprehensive legal documents for review, approval, and use by an attorney. This class is differentiated from a Paralegal Assistant classification by the more complex paralegal work performed and the assignment of full responsibility for conducting alternative dispute resolution processes. Work is performed under limited supervision.

REPRESENTATIVE TASKS (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned)

Researches, analyzes, and evaluates a variety of complex legal material or records, and other documentary evidence to be included in legal documents under limited supervision.

Interprets and explains laws, rules, regulations, policies, and procedures per Human Rights Commission policies and procedures.

Answers questions about scope of Maine Human Rights Act under limited supervision.

Compiles and prepares a variety of complex legal documents and reports in order to provide draft or final documents for review and/or signature of legal staff per Commission policies and procedures.

Assists with Commission mediation program in order to reduce litigation and resolve issues.

Makes recommendations and provides assistance to legal staff in order to further the dispute resolution process.

Prepares a variety of comprehensive legal documents and reports.

Attends administrative hearings and/or mediations in order to provide administrative support and compose proposed drafts of legal decisions.

KNOWLEGES, SKILLS AND ABILITIES REQUIRED: (These are required to successfully perform the work assigned)

Knowledge of legal principles and practice.

Knowledge of legal documents, court procedures, rules of evidence, and litigation practices.

Knowledge of applicable state/federal statutes, case law, and regulations.

Knowledge of public records affecting titles, research procedures, legal terminology, and processes.

Ability to conduct complex legal research and analyze legal problems.

Ability to prepare for and conduct alternative dispute resolution sessions.

Ability to compile and prepare a variety of complex comprehensive legal documentation and reports.

Ability to understand, explain, and interpret constitutional provisions, statutes, administrative regulations, and case law.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally and in writing.

Ability to provide negotiation and advocacy services.

Ability to abstract and analyze complex comprehensive recorded instruments, records, and legal documents.

MINIMUM QUALIFICATIONS

A Bachelors' Degree and two (2) years of paralegal experience in a law firm, court, or legal services agency - OR - graduation from an approved, accredited paralegal program of instruction and one (1) year of paralegal experience. Equivalent related experience may be substituted for education on a year-for-year basis.

BENEFITS

The value of State's share of Employee's Retirement: 15.85% of salary for BU positions.

The value of State-paid Dental Insurance: \$13.13 biweekly. The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$415.11 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$394.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$373.60 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$352.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.